

SOLID WASTE MANAGEMENT DIRECTOR

DISTINGUISHING FEATURES

The fundamental reason the Solid Waste Management Director position exists is to lead, develop, and administer all activities of the Solid Waste Management Division of the Municipal Services Department in providing customer service and education in the collection and disposal of refuse, brush, recycling material, and household hazardous waste to the residents of Scottsdale. This position performs supervisory functions. This position reports directly to the General Manager, Municipal Services.

ESSENTIAL FUNCTIONS

Plans, organizes, staffs, directs, coordinates, and budgets the activities of the Solid Waste Division in the areas of: Residential and Commercial refuse and recycling collections, Brush Removal, Container Repair and Transfer Station; assures that all approved service levels and schedules are maintained in a manner which provides the best possible service at the least amount of cost.

Write and review bid specifications for containers, equipment, tools and other materials; manage contracts for vendor services for landfill usage, hauling of recycling material and purchase of recycling material.

Oversees the administration of the division budget assuring compliance with all Solid Waste and City-wide policies and objectives; exercises full responsibility including performance reviews, hiring, training, safety procedures and policies, and disciplinary actions.

Assures that the division operates in compliance with all County, State, and Federal regulations governing solid waste and recycling collection and disposal; determine Solid Waste ordinance content and interpretation.

Monitors and adjusts service levels of environmentally-oriented programs based on public demand and business necessity within confines of approved budget. Work with other organizations on regional problems dealing with environmental issues and use innovative skills to adapt to those issues.

Communicates, orally and in writing; reviews written materials and attends meetings and conferences in order to keep informed of current solid waste issues and practices; advises management and educates citizen groups and the media of matters relating to solid waste collection and disposal activities and practices; provides management data for the assessment of division activities and productivity; and represents Scottsdale through membership and participation in organizations.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities

Knowledge of:

Refuse and recycling collection; equipment; methods; practices and procedures; and writing bid specs.

Management principles and practices including personnel management, budgeting and applicable safety regulations.

Federal, state and county policies, procedures and laws.

Must have good working knowledge of the requirements of Department of Transportation (DOT) Federal Motor Carrier Safety Administration (FMCSA) regulations, relating to CDL license holders in the performance of safety-sensitive functions and the use and/or misuse of alcohol and controlled substances.

Ability to:

Plan and organize data, coordinate programs, and make decisions.

Manage a large division, including subordinate managers and evaluate staff.

Prepare, justify, and administer a budget.

Determine and implement long-range objectives.

Produce written documents with clearly organized thoughts using proper grammar.

Observe, review and check the work of staff members to ensure conformance to standards.

Enter data or information into a terminal, PC or other keyboard device.

Prepare and present effective oral and written presentations and reports.

Study problems and develop innovative solutions.

Establish and maintain effective working relationships co-workers, city management, other governmental organizations, vendors, and the general public.

Support City Council and top management decisions.

Education & Experience:

Any combination of training, education, and experience equivalent to at least seven years management or administrative experience in Solid Waste or a closely related field. Three years experience in affiliated areas of recycling, refuse, and household hazardous waste is required.

A valid Driver's License with no outstanding citations for 39 months is required for all driving positions.

FLSA STATUS:

Exempt

HR Ordinance Status: Unclassified